

CHAPTER 5

DUE-OUT PROCESSING

Section 5A—DUE-OUT PROCESSING PROCEDURES.

5.1. Chapter Summary. This chapter covers due-out processing from a monitoring aspect and explains how to update, review, validate, and cancel due-outs. It further describes the conditions under which customers receive credit for due-outs that are canceled at the customer's request. It also lists the circumstances in which customers will not be granted credit. In addition, this chapter addresses the reverse-post of a direct charge and forced no credit turn-in. It cites the authority for granting reverse-posting and the conditions for reverse-posting. Finally, it explains how to initiate followup actions to improve due-out status and resolve supply difficulty problems.

5.2. Overview. This section describes the procedures for creating, updating, validating, and canceling due-outs. It also explains due-out reverse-posting of a direct charge, forced no credit turn-ins, and the followup actions required to improve due-out status and resolve difficulty problems.

5.3. Creating a Due-Out. A due-out is created when a requirement is placed on the SBSS and insufficient assets are on hand to satisfy the request.

5.4. Updating a Due-Out. To update a due-out, submit a letter or call Stock Control and provide them with the stock number of the item requested, the document number, if known, the requisition number, if known, and the data to be updated. The data to be updated must include the 1) supplementary address, 2) project code, 3) FAD, 4) mark for, 5) urgency of justification code, 6) required delivery date, and 8) authority for issue indicator. Stock Control updates the due-out when a request is received, and the requisition to the SOS is automatically updated, if required.

5.5. Due-Out Review and Validation. The importance of supply customers performing a thorough review and validation of their due-outs cannot be over emphasized. In this era of austere funding, it is essential that due-outs be canceled when it is determined that they are no longer required. Funds are wasted when they are expended to purchase equipment and supplies that are not required. This practice can have a negative impact on unit readiness by depleting funds that are needed to purchase mission essential supplies and equipment. Customers should exhaust all effort to ensure that items that remain on due-outs are needed to satisfy valid requirements.

5.5.1. Review of UND A and B Due-outs.

5.5.1.1. Each day, or as determined by the local commander, Base Supply personnel send two copies of the Priority Monitor Report (D18) for UND A due-outs to the organization for review. At least once each week, or as determined by the local commander, two copies of the D18 for UND A and B due-outs are sent to the organization for review. Base Supply personnel use a transmittal letter to forward the D18 report to organizations. This letter contains detailed guidance for accomplishing the review of the due-outs.

5.5.1.2. Organizations return the lists to Stock Control only if due-outs are no longer needed. The recommended way to handle cancellation requests is shown below; however, bases may set up a system to make it possible to cancel UND A and B due-outs by telephone or letter.

5.5.1.3. The COS and the maintenance organization use special procedures to review CAMS delayed discrepancies due-outs. The COS and the maintenance organization schedule a reconciliation of CAMS and SBSS files once each quarter.

5.5.2. Validation of all Due-outs.

5.5.2.1. At least once each month, Base Supply personnel send two copies of the Due-out Validation List (M30) to organizations for validating all due-outs except UND C equipment, and CAMS. The monthly due-out validation for the BCE is accomplished using the BCE Due-out Status Listing (M09). The supported organization returns the listing to Stock Control if changes are required.

5.5.2.2. The following actions are required to validate due-outs.

5.5.2.2.1. If items are no longer needed, cancel the requirement by lining through the entry.

5.5.2.2.2. If quantities of an item are partially required, circle the quantity needed and annotate the quantity actually required.

5.5.2.2.3. If the item is under DIFM control and the entire quantity is no longer needed, write the maintenance action taken code and the net repair cycle days between the demand code and the due-out quantity.

5.5.2.2.4. If the item is under DIFM control and part of the quantity is needed, write the maintenance action taken code and the net repair cycle days between the demand code and the due-out quantity.

5.5.2.2.5. If the due-out is for an EAID item and a lesser quantity is needed, attach an AF Form 601, filled out by the custodian, requesting the authorization be reduced or deleted.

5.5.2.3. Requirements known to be due-out but not reflected on the review or validation lists should be identified to Stock Control for action.

5.6. Due-Out Cancellation. Generally, customers of the local Supply Management Activity Group (SMAG) request cancellation of due-outs or refuse delivery of SMAG items if there is a change in requirement. However, if the cancellation or refusal places the SMAG in an excess condition for that item, the customer does not receive credit.

5.6.1. Unobligated Due-outs. Unobligated due-outs can be canceled by the customer any time with no charge.

5.6.2. Obligated Memo Due-outs (Due-out Flag 1). The customer may completely or partially cancel obligated memo due-outs at any time. Full value for the quantity canceled will be given only for those due-outs obligated in the current fiscal year. If the due-out was obligated in a prior fiscal year, the customer is not granted credit; however, prior year base appropriations will be credited.

5.6.3. Obligated Firm Due-outs (Due-out Flag 0). The customer may cancel all or part of obligated firm due-outs at any time. Credit for the quantity being canceled may be granted under the circumstances described below. **NOTE:** Credit is never granted on prior fiscal year due-outs.

5.6.3.1. 100-Percent Credit. 100-percent credit is granted for ERRC XF items, AWP bit and piece requirements (UJC AR and BR).

5.6.3.2. Exception to 100-Percent Credit. If the item being canceled does not fall in one of the categories above, the asset position is checked by the computer program. In these cases, if the

item is part of an interchangeable and substitute group, all master and interchangeable items are checked and considered as one item. If due-ins do not exist, credit is granted for the quantity being canceled. If total due-ins are equal to or less than the total of the firm due-outs other than the one being requested for cancellation, credit is granted for the quantity being canceled.

5.6.4. Obligated Due-outs with Prior-Year Date of Obligation. When canceling due-outs which meet the conditions identified below for reverse-posting a direct charge, having a prior-year date of obligation, ensure the due-outs are deobligated prior to cancellation. If prior-year due-outs are not deobligated, 1Pus can be triggered which are impossible to reverse-post (restore prior year funds).

5.6.5. Canceling Due-outs. An organization may ask that a due-out be canceled as outlined in the paragraph above by written request or telephone Stock Control. A written request for cancellation must provide the 1) stock number of the requested item, 2) document number of the due-out, 3) quantity to be canceled, and 4) maintenance action taken code and net repair cycle days if for a DIFM item (see chapter 6, [attachment 6A-2](#)). Base Supply Stock Control personnel can cancel a request if an item cannot be supplied; however, they must thoroughly research the item before taking this action and explain why the due-out was canceled.

5.7. Reverse-Post of a Direct Charge and Forced No Credit Turn-In (1PU).

5.7.1. Authority for Granting Reverse-Posting. In all direct charge reverse-post actions the SMAG manager acts as the authorized representative of the Air Force SMAG. The SMAG manager has the responsibility of determining whether allowing a reversal is in the best interest of the SMAG and the Air Force as a whole.

5.7.2. Conditions for Reverse-Posting. When customers cancel due-outs, they may incur expenses. These expenses are referred to as direct charges. Sometimes these direct charges can be reverse-posted if certain conditions are met. The SMAG manager must request in writing that Document Control initiate the reverse-post procedure. This written request, to be filed with the reverse-post document in Document Control, will contain an explanation of why the reversal action is requested, citing the circumstances that created the problem. The following are some valid circumstances for requesting a reverse-post.

5.7.2.1. Incorrect input of a cancellation by Supply personnel.

5.7.2.2. Incorrect quantity/unit input by Supply resulting in cancellation and direct charge.

5.7.2.3. Incorrect cancellation by the customer (when the due-out can be re-established or an issue can be accomplished without penalty to the SMAG).

5.7.2.4. Incorrect charges resulting from Supply errors.

5.8. Due-Out Followup. A followup to Stock Control on firm due-outs is made when information is needed for requirements creating emergency situations, to answer correspondence to higher echelons of command, or to prepare reports. Requests for followup may be submitted in writing or by telephone. The request must provide 1) the stock number of the requested item, 2) the document number of the issue request, 3) the quantity requested, 4) the requisition number, if known, and 5) mission impact statement. Stock Control determines the status, including depot action on the item, followup as necessary, and replies to the requesting activity.

5.9. Resolving Supply Difficulties. When deficiencies resulting from a delay in item support (outstanding requisition) cannot be corrected locally and will ultimately affect the operation capability of the base or unit, prepare and submit an AF Form 1667, Supply Difficulty Report. The requesting organization must fill out blocks 1 through 8 and forward the report to Stock Control in Base Supply, who will complete the form preparation before submitting according to [volume 1, part 1, chapter 1, attachment E-1](#).